

# HAVA

## Training and Education Update

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Dear Friends:

As you know, the Help America Vote Act of 2002 is the most significant federal election reform measure since the Voting Rights Act of 1965. I am proud that in Indiana we have been working diligently to address many of the reforms for over two years.



The method we have used to begin implementing the changes brought by HAVA has been very open and is a model for other states to follow. I believe it is very important for the involvement of leaders like you in successfully implementing these changes. In this vein, I have asked our HAVA Training and Education Coordinator, Susan Tielking, and our HAVA Administrator, Joe McLain, to work with the Indiana Association of Circuit Court Clerks to develop more committees and working groups to address the many changes we will see over the next two years. I hope that you have joined one of these groups, and I look forward to working with you.

Inside this newsletter, you will find information about these efforts; if you would like to join one of the committees in the early stages of organization, please let us know. The hard work and leadership of circuit court clerks on existing committees has proven invaluable to our efforts in planning for a statewide polling place accessibility survey and in developing the Statewide Voter Registration System.

I would like to again thank you for your leadership and offer my assistance in any way. Enjoy the newsletter, and have a great election season!

Sincerely,

A handwritten signature in black ink that reads "Todd Rokita".

Todd Rokita  
Indiana Secretary of State

## HAVA Accessibility Committee

The HAVA Accessibility Committee has been working with Count Us IN to assist the group in conducting polling place accessibility surveys in the remaining 91 counties. Marion County's survey was completed during the Municipal Election in November 2003.

Count Us IN, a project of the Governor's Planning Council for People with Disabilities, has entered into an agreement with the Secretary of State to conduct these surveys statewide. They have asked the HAVA Accessibility Committee to assist them in contacting counties for assistance in conducting the surveys.

In February, every Circuit Court Clerk was contacted by the Committee Chair, Marsha Abell, and asked to participate in the survey during the Primary or General Election this year. A form was faxed to each county asking for a county point person to assist in planning for the survey.

This County Point Person can be a county clerk, someone from the clerk's office, or a member of the community. Together with a person appointed by Count Us IN, the county survey team will work together to train the surveyors, assign the surveyors to polling places, help answer surveyor's questions on election day (if available), and collect the surveys and "tool kits" in the days following the election.

The person designated by each office will be asked to attend a regional training session. At this session, the county survey team will be shown how to use the survey and survey tools. They will be given copies of the survey and tool kits to take back to their counties. They will also be given a list of surveyors to whom the materials will be distributed and who will need to be trained by the Team. The surveyors will be recruited by Count Us IN and will survey 5 to 10 polling places each. Many small counties may only have a total of 3 or 4 surveyors. The team will also assign each surveyor to polling places. If available, the clerk's designee will make his/herself available on Election Day for questions. If that is not possible, the Count Us IN representative will take all questions. In the days following the election, it would be appreciated if the clerk's designee would collect the surveys and kits. The surveys should be mailed back to Indianapolis in the following weeks and the kits can be brought to the Annual Conference in Merrillville in June where they will be collected and transported to Indianapolis.

The results of the survey will be shared with the Circuit Court Clerk, County Commissioners, and the Local Advisory Council the County Commissioners appointed following the filing of the HAVA Reimbursement Application (for those counties that have filed the reimbursement application). The surveys can then be used to evaluate the polling places in your county for accessibility violations. The end result will be ensuring all polling places are accessible by 2006.

Those counties that will be surveyed during the 2004 Primary Election are the following: Blackford, Boone, Brown, Cass, Clay, Clinton, Decatur, Dubois, Fulton, Hamilton, Hancock, Harrison, Hendricks, Henry, Huntington, Jefferson, Jennings, Johnson, Knox, Marshall, Miami, Monroe, Parke, Posey, Pulaski, Putnam, Rush, Starke, Steuben, Sullivan, Tippecanoe, Vanderburgh, Vermillion, Vigo, Wayne, Allen, Bartholomew, Dekalb, Delaware, Howard, Lake, LaPorte, Lawrence, Newton, Perry, and St. Joseph

Those counties that will be surveyed during the 2004 General Election are the following: Adams, Benton, Carroll, Clark, Crawford, Daviess, Dearborn, Elkhart, Fayette, Floyd, Fountain, Franklin, Gibson, Grant, Greene, Jackson, Jasper, Jay, Kosciusko, LaGrange, Madison, Martin, Montgomery, Morgan, Noble, Ohio, Orange, Owen, Pike, Porter, Randolph, Ripley, Scott, Shelby, Spencer, Switzerland, Tipton, Union, Wabash, Warren, Warrick, Washington, Wells, White, and Whitley

If you are on the list for the 2004 Primary, and have not already done so, please complete the form and return it to Joe McLain at the Secretary of State's office. Those of you who have completed the form, thank you for your commitment and hard work. The HAVA Accessibility Committee Members are as follows: Marsha Abell, Chair; Debra Weatherholt; Jacqueline Rowan; Shelly Hiatt Parris; Janice Fisher; Jane Ann Runyon; Diana Penick; Ruth Hibbard; Dick Dodge; Nicholas Rhoad; Suellen Jackson-Boner; and Joseph McLain.

## HAVA T&E Local Media & General Outreach Committee

In the spirit of partnership and collaboration, the Training and Education Local Media and General HAVA Outreach Committee will advise the Secretary of State's Office on election education in a non-partisan manner and will provide suggestions for the county clerk offices regarding ways to educate voters through community and media outreach. The goal of the shall be to devise recommendations for ways county clerk offices can work with their local media as a non-partisan educational tool in order to help educate voters, to identify ways county clerk offices can educate the public regarding elections, and to help encourage all counties to conduct non-partisan voter education. The first meeting will be held on **March 31, 2004 at 11:00am-12:00pm** in the Indiana Government Center South Conference Room 1, located at 302 West Washington Street in Indianapolis.

Taking the suggestion of a circuit court clerks and noting that the first meeting is scheduled within five weeks of the primary election, the Secretary of State's office has drafted press releases that may be used by county circuit court clerks if they choose. These press releases will be distributed to each county clerk along with a plan for distribution.

**Committee Members:** Susan Tielking (HAVA Training and Education Coordinator for Secretary Rokita) **Interested**

**Parties:** Joe McLain (SOS/HAVA), Brad King (IED), & Kristi Robertson (IED)

**Please note:** We are looking for more volunteers to serve on the committee. Please contact Susan Tielking by email at [stielking@sos.state.in.us](mailto:stielking@sos.state.in.us) or by phone at (317) 232-6541 if you (or someone from your staff) are willing to serve or would like to recommend someone for the committee.

## HAVA T&E Non-Partisan Student Poll Worker Committee

The HAVA Training and Education Student Poll Worker Program Committee will devise recommendations for a school outreach program and curriculum for 16- and 17- year-old non-partisan student poll workers. The goal of the committee shall be to work together to assist in encouraging 16- and 17- year-old students to participate in a hands-on civic education during the primary and general elections. In addition, it shall be the goal of the committee to work with county election officials to ensure that students wishing to work at the polls are given the opportunity to engage in this civic education opportunity.

The committee met at two productive meetings in February. At these meetings the committee devised a plan of action to help explain the program to students and adults and to ensure the election day experience would be educational for each student and beneficial for the county. The committee decided that an Election Resource Guide would be compiled for the students to use on election day. In addition, in those counties that have unanimously adopted orders stating they may use 16- and 17- year-old students as poll workers or assistants to poll workers, a video will be available to teachers, community organizations, and county clerk offices. The committee also wanted to ensure all county clerk offices had plenty of information regarding the program, so a small packet is being compiled for participating county clerk offices. Please note that the video, election day resource guide, and clerk information packet are all currently in the development stages. We anticipate having them available on the web by the 2004 May election. The committee has not scheduled another meeting yet since a good deal of the work is being done via email.

If a county wishes to have the option of participating in the non-partisan student poll worker program, the county election board must unanimously pass an order stating that (please see insert). The order simply states that a county has the option of using 16- and 17- year-old students as poll workers or assistants to poll workers. To participate, a student must have a 3.0 GPA and permission from his/her high school principal.

**Committee Members:** Chris McGrew (Indiana Department of Education), Dennis Beadles (Vanderburgh County School System), Howard Conley (Retired High School Instructor), Yvonne Thompson (High School Instructor), Paul Martin (IU-East Student), Karen Miller (County Clerk), Derinda Shady (County Clerk), June Curtis (County Clerk), Sharon Dugan (County Clerk), Martha Padish (County Clerk), and Susan Tielking (HAVA Training and Education Coordinator for Secretary Rokita)

**Interested Parties:** Joe McLain (SOS/HAVA), Brad King (IED), & Kristi Robertson (IED), and Nancy Pappas (Indiana School Teachers Association)

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## HAVA T&E Provisional Balloting Committee

The Training and Education Provisional Ballot Training and Outreach Committee will devise recommendations for an outreach program and assist in implementing the program. The goal of the committee shall be to work together to assist in developing ways to educate election administrators and voters regarding provisional balloting and to assist the Secretary of State's Office in implementing the education and outreach initiatives. The first meeting will be held on May 18 at 9:30am-11:30am in the Indiana Government Center South Conference Room 5, located at 302 West Washington Street.

Last December at the Election Administrators' Conference the Secretary of State made available a 2004 Guide To Provisional Ballots Brochure. This brochure is available on the web at [www.sos.IN.gov](http://www.sos.IN.gov).

**Committee Members:** Tammy Baitz (Hamilton County Clerk), Vickie Kivett (Morgan County Clerk), Stevie Burgess (Elkart County Clerk), and Susan Tielking (HAVA Training and Education Coordinator for Secretary Rokita)

**Interested Parties:** Joe McLain (SOS/HAVA), Brad King (IED), & Kristi Robertson (IED)

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We welcome comments regarding the use of provisional ballots in the 2004 May Primary; any comments you can provide will help with future education efforts. Please send comments to Susan Tielking, HAVA Training and Education Coordinator at [stielking@sos.state.in.us](mailto:stielking@sos.state.in.us) or fax them to 317-233-3675.

## HAVA T&E Statewide Video Committee

The Training and Education Statewide Training Video Committee will devise recommendations for production of a training video for election officials, poll workers, and Indiana voters. The goal of the committee shall be to work together to assist in developing a list of topics and details to include in the statewide training video. The first meeting will be held on **March 31<sup>st</sup> at 1:30pm-3:00pm** in the Indiana Government Center South Conference Room 1, located at 302 West Washington Street in Indianapolis. It is anticipated that the video will be ready for disbursement by the 2004 November election and will be available on the Secretary of State's website as well as on local public access stations. The County Video Production Surveys that many county clerk offices completed and returned last fall will be used during the planning of the video.

**Committee Members:** Martha Padish (Vermillion County Clerk), Christa Coffey (Tippecanoe Chief Deputy Clerk), Susan Tielking (HAVA Training and Education Coordinator for Secretary Rokita)

**Interested Parties:** Joe McLain (SOS/HAVA), Brad King (IED), & Kristi Robertson (IED)

**Please note:** We are looking for more volunteers to serve on the committee. Please contact Susan Tielking by email at [stielking@sos.state.in.us](mailto:stielking@sos.state.in.us) or by phone at (317) 232-6541 if you (or someone from your staff) are willing to serve or would like to recommend someone for the committee.

## HAVA T&E Web-Based Voter Guide Committee

The Training and Education Web-based Voter Guide Committee will devise recommendations for a non-partisan voter guide. The goal of the committee shall be to work together to assist in developing ways to educate election administrators and voters while highlighting office responsibilities rather than specific candidates. The voter guide will contain general information and potentially links to individual candidate web-sites. The first committee meeting is scheduled to take place on **March 16<sup>th</sup> at 10:00am-12:00pm** in Indiana Government Center South Conference Room 4, located at 302 West Washington Street in Indianapolis.

**Committee Members:** Linda Phillips (Tippecanoe County Clerk), Susan Tielking (HAVA Training and Education Coordinator for Secretary Rokita)

**Interested Parties:** Joe McLain (SOS/HAVA), Brad King (IED), & Kristi Robertson (IED)

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### **SVRS Steering Committee Update**

The Statewide Voter Registration Steering Committee has been meeting through the fall of 2003 and winter of 2004. Along with your support and ideas, the Secretary of State's office, the Indiana Election Division, the Steering Committee, and the SVRS Architects have completed the RFP and distributed it through the Indiana Department of Administration's Procurement Division. Seven vendors have submitted proposals and by the time you read this, up to four of those vendors will have been chosen to perform demonstrations of their product before the SOS, IED, and Steering Committee.

Following the vendor demonstration period, the vendors will meet with the evaluation team consisting of Secretary Rokita, the Co-Directors of the Election Division and the project manager from Virchow Krause (the SVRS Architect). A final selection will have been made and awarded to one of the vendors before this summer. It is our goal to have all 92 counties on the statewide system by the start of 2006.

Thank you again for all of your participation and great input along the way! Secretary Rokita believes it is important to get the counties involved early and to coordinate our efforts to the best of our ability and provide as much assistance as possible to the counties.

The SVRS Committee members are as follows: Ann Jochim, Angie Neeb, Lynne Spevak, Linda Grass, Sharon Christner, Laura Herzog, Patricia Wilson, Kathy Richardson, Regina Moore, Robin Winston, Zach Main, Becky Skillman, Secretary Rokita, Brad King, and Kristi Robertson.

### **Indiana Voter's Bill of Rights**

The Voter's Bill of Rights has been revised. New posters will be available prior to the 2004 Primary Election in both English and Spanish. Look for the revised posters in the coming months.

### **Military and Overseas Voters**

In December 2003, the first version of the Military and Overseas Voter guide was distributed at the Election Administrators' Conference. Since then the guide has been expanded to include more information for voters and additional forms. The revised guide can be found on Secretary Rokita's website at [www.sos.IN.gov](http://www.sos.IN.gov). Printed versions will be distributed to voters in the coming months.

Please feel free to share the guide with Hoosiers who may be serving in the military or know someone who is. Please also pass the guide along to individuals who are Indiana residents who may be living or studying abroad.

### **In The Community with HAVA Training and Outreach**

Outside of the daily routine of developing brochures and pamphlets and fielding questions via phone and email, Secretary of State staff members have been trying to reach the needs of Indiana voters in a variety of ways. Earlier this year, the HAVA Training and Education Coordinator distributed information to state employees at the Martin Luther King Jr. Celebration in the Statehouse Rotunda. In April, a HAVA educational booth will be set up at the Fifty Plus Expo in Indianapolis, and later in the year we will have an educational booth at the Indiana State Fair. HAVA educational booths have also been offered to the Democratic, Libertarian, and Republican parties at their respective state conventions.

In addition, the number of requests for election education information have been on the rise. Some of the questions are fielded by phone or by email and, when possible, a member of the Secretary of State's office visits an organization to answer the questions. For instance, Secretary Rokita will be visiting a several Indiana schools this spring to speak directly with students and help explain the election process. This will give some Hoosiers the chance to have a one-on-one interaction with Indiana's chief election officer and to be more informed about elections and civic engagement.

Individual counties have also been inquiring about training. For example, representatives from Pulaski County and Starke County met with the HAVA Training and Education Coordinator in Winamac to talk about poll worker training, accessibility, and provisional ballots. In March, Tippecanoe County will host a provisional ballot training for poll workers, election officials, political party representatives, and the public.



## Involving Young Adults in Civic Education

When Secretary Rokita agreed to chair of the National Association of Secretaries of State (NASS) Voter Participation Committee, he also took on the role of planning a national young voters summit to be held in Washington, D.C. in conjunction with the NASS Winter Conference. Seeing a need to re-instill a sense of civic duty in America's young people, Secretary Rokita kindly accepted the challenge. "It's vitally important that young people be a part of this discussion," Rokita said. "I'm convinced young voters are the solution to continued gradual decline in voter turnout and participation, but we have to include them from the beginning. As election administrators, there is much we can learn from these students about how to engage younger Americans in the political process."

On February 17, 2004, Indiana was represented at the NASS New Millennium Young Voters Summit by nine young Hoosiers. These young adults participated in the one-day summit as interactive audience members and represented Indiana well. The feedback Secretary Rokita is receiving from the students will be used when developing election education programming for young adults.



Lauren Jewett and Secretary Rokita

The summit was a success. One hundred seventy-five individuals participated in the event. The participants heard information regarding the latest research and voter education outreach efforts. Political strategist and commentator Donna Brazile and Grover Norquist, President of Americans for Tax Reform, addressed the participants during lunch.



Secretary Rokita moderating the Voter Education: A Perspective from Young Adults Panel. The panelist included a representative from the Federal Voting Assistance Program, College Democrats, College Republicans, College Greens, and College Libertarians so that the audience could get a wide range of perspectives.



AJ Patton, Secretary Rokita, and Andrew Grimes



Leslie Dodson, Kassia Perpich, Paul Martin, Stephanie Herrold, Secretary Rokita, Jin-Hee Kim, and Michelle Toborowski

The NASS New Millennium Young Voters Summit was a true accomplishment because individuals were willing to work together to give participants a chance to gain election education. With the help of the NASS office, the Voter Participation Committee led by Secretary Rokita took a needed step to help remove obstacles. The summit was only the beginning of Indiana's involvement in engaging young people.

If you would like additional information about the summit, please contact Susan Tielking at [stielking@sos.state.in.us](mailto:stielking@sos.state.in.us) or at (317) 232.6541.

### **Poll Worker Training**

Prior to the November 2004 election, a statewide training video is anticipated to be available to help educate poll workers, election officials, and voters. In addition to the video, the HAVA Training and Education Coordinator is available upon request to assist counties in developing training materials. Since not all ninety-two counties use the same machines on election day, all counties are encouraged to contact other county clerks who may be using the same type of machines to share information and materials on items such as poll worker training.

### **County Visits**

The HAVA Training and Education Coordinator, Susan Tielking, has been busily traveling the state to meet with circuit court clerks and their staff when asked. Most recently, Susan visited Winamac to speak with Pulaski County Clerk Janet Kennedy, Starke County Clerk Rhonda Milner, and invited guests to discuss the provisional ballot process.

Susan and Joe will attend numerous events during the remainder of the year meeting with election administrators and voter registration officials throughout the state. They will make every attempt to make themselves available to you at your meetings and at your request.

For more information or to schedule a visit to your county, please contact Susan Tielking by email at [stielking@sos.state.in.us](mailto:stielking@sos.state.in.us) or by phone at (317) 232-6541 to set up dates and times. We look forward to meeting with all of you soon and helping you as you implement the Help America Vote Act of 2002!

**WWW.SOS.IN.US**



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